

Tan Phone Instructions

FOR EMERGENCIES DIAL 911

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|---|---|
| Ring Again | Dial #1 |
| Cancel Ring Again | Dial *1 |
| Last Number Redial | Dial #7 |
| Station Speed Dial | Dial #3 |
| Store Station Speed Dial | Dial ##3 |
| Call Parking | Dial *6 |
| Retrieve Call Park | Dial **6 |
| Call Forward | Dial #9 |
| Cancel Call Forward | Dial #9 |
| Hold | Dial *9 |
| Transfer a Call or Conference Call | Use the Switch Hook or the Flash Button |

VOLUME

The Volume Control is a small rotary knob on the inside of the handset handle. The minimum setting usually produces a comfortable listening level.

MESSAGE WAITING LAMP

If signaled by the flashing message waiting lamp then you have a message. To log into your mailbox, you will need an access number, a mailbox number, and password instructions. This information should be listed on the voicemail information from Telecommunications. If you need help, please contact Telecommunications or Faculty Support.